

Introduction to Computers

Windows 7 – Operating System

Aligned with Certificate 1 in Information Technology



Presented by
Learn Local Mornington Peninsula Network

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Overview of a computer

A **computer** is an electronic device that manipulates information, or "data." It has the ability to **store**, **retrieve**, and **process** data. You can use a computer to type documents, send email, and surf the Internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and more.

Whether you realize it or not, **computers** play an important role in our lives. When you withdraw cash from an ATM, scan groceries at the store, or use a calculator, you're using a type of computer.

All types of computers consist of two basic parts:

- **Hardware** is any part of your computer that has a **physical structure**, such as the computer monitor or keyboard.
- **Software** is any **set of instructions** that tells the hardware what to do. It is what guides the hardware and tells it how to accomplish each task. Some examples of software are web browsers, games, and word processors.

Anything you buy for your computer can be classified as either hardware or software. Once you learn more about these items, computers are actually very straightforward.

There are many types of computers, but **personal computers** such as **desktop** and **laptop** computers are probably the two type of computers that you think of first.



Most desktop computers are **easy to upgrade** and **expand**, or add new parts. In addition to expandability, another benefit of desktop computers is the **cost**.

The second type of computer that you may be familiar with is a **laptop computer**, or laptops as they are often referred to. Laptops are battery or AC-powered personal computers that can be **easily carried** and used in a variety of locations. The **primary benefit** of a laptop computer is its small size and **easy portability**.

What is an Operating System?

An **operating system** is the **most important software** that runs on a computer. You might be thinking, "OK, but what is software?" **Software** is any set of instructions that performs some task on a computer. The **operating system** performs **many** essential tasks for your computer.


It controls the memory needed for computer processes, manages disk space, controls peripheral devices, and allows you to communicate with the computer without knowing exactly how a computer works. **Without an operating system, a computer is useless.**












Booting your computer is the process that occurs when you press the power button to turn your computer on. At the end of that process, the **operating system** loads all programs and devices ready for you to use. The operating system begins to do its job of **controlling** the way in which the **computer functions**. The operating system is responsible for **managing the computer's hardware and software resources** and serves as the boss, or manager, and makes sure all the various parts of the computer get what they need.


Basic Parts of a Desktop Computer

All of the basic parts of a desktop computer are considered hardware. The **computer case**, **monitor**, **keyboard**, **mouse**, and **power cord** are considered the basic parts.

Mouse

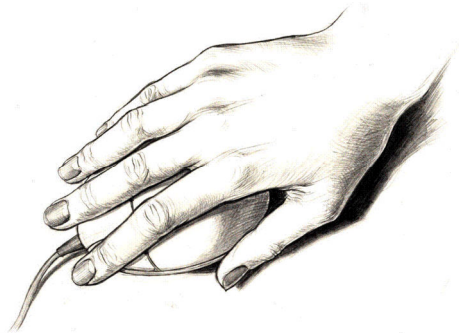
The **mouse** is a **peripheral** that is known as a **pointing device** that is right handed by default. It lets you **point** to objects on the screen , **click** on them, and **move** them.

<div>Types of Cursors</div> <div>A mouse pointer (or Cursor) is a small arrow or other symbol on the display screen that moves as you move the mouse. You will be learning what function each cursor has as you go through this manual</div>		Blinking Cursor	where your computer sees you are right now
		Link Select	Normal Select changes to this when you have active hyperlink
		Normal Select	shows where you mouse is being moved to
		Help Select	
		Working in Background	
		Busy	your computer is currently working
		Precision Select	as in a graphic to drag and drop
		Vertical Resize	reshaping a graphic – longer
		Horizontal Resize	reshaping a graphic - wider
		Diagonal Resize 1	reshaping graphic bigger smaller without losing graphic integrity
		Diagonal Resize 2	reshaping graphic bigger smaller without losing graphic integrity
		Move	moving graphics around the document

	Hover the cursor, without clicking anything, over the Recycle Bin icon on the desktop. A description of the icon program should show. What does it say?
	Hover the cursor (without clicking) on another Icon on your Desktop and see what information is displayed.

To properly use the mouse:

- Using your right hand, place your thumb on the desk or table top on the left side of the mouse
- Your index (pointer) finger should rest on the left button of the mouse.
- Place your middle finger on the right button of the mouse.





Correct way to hold your mouse ...

- Your ring finger and little finger should rest on the right side of the mouse.
- The base of your wrist should rest on the mouse pad or desktop, for stability.

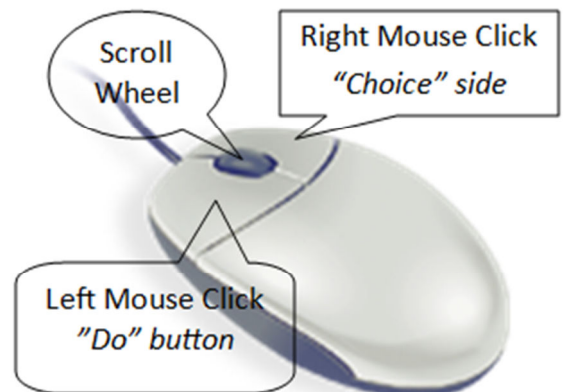
Left-handed computer users sometimes use their right hand to manoeuvre the mouse. However, if you're left-handed and want to use your left hand, the mouse buttons can be switched.

To Switch the Mouse Buttons for a Left-Handed User:

- Click **Start 'orb' Button.** 
- Choose **Control Panel.**
- Double-click the **Mouse icon** in the Control Panel window.
- Click **Buttons** Tab.
- Click the check box **Button Configuration** to switch primary and secondary buttons
- Click **Apply.**
- Click **OK.**
- Close down Control Panel by clicking the  in the top right-hand corner of the window.

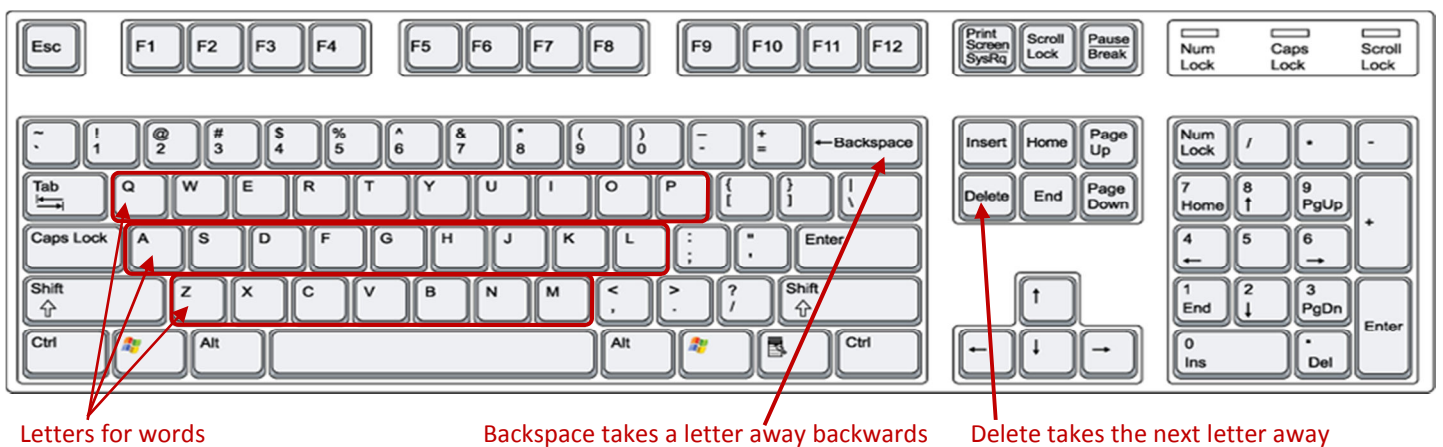
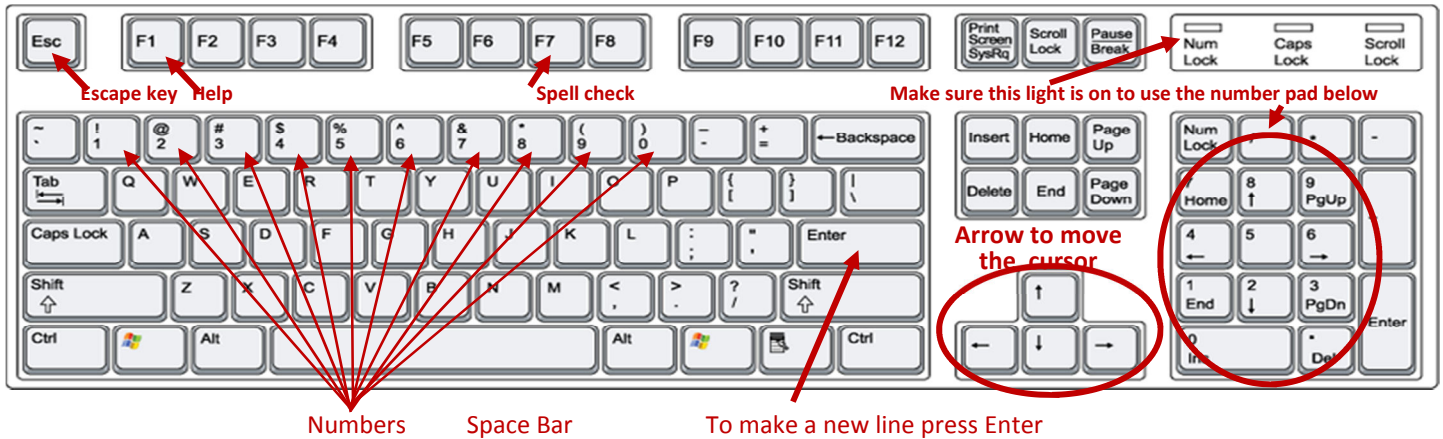
To properly use the mouse:

- **Click** Select an object on the screen by pressing the **left mouse button** down with your index finger and then release the button.
- **Drag** an object on the screen by pressing and holding down the **left mouse button** with your index finger while moving the mouse. When the object is where you want it, release the button.
- **Double-click**, rapidly press and release the **left mouse button** with your index finger to open folder/file.
- **Right-click** once and release the right mouse button with your middle finger to show more choices. Choices depend on where you right click and on what.



Keyboard

The **keyboard** is a piece of hardware that resembles a typewriter keyboard. It is one of the primary ways we communicate with the computer and enter data. There are many different types of computer keyboards such as wired, wireless, ergonomic, multimedia, and more. Although there may be differences in the location of some keys or features, keyboards are **very similar** and allow you to accomplish basically the same tasks. A standard Keyboard set up is:



Keyboard Shortcuts

Key strokes for shortcuts

A shortcut is a fast and simple way of completing a task using the keyboard rather than using the mouse. For example, a quick way to make selected text bold is to simply press the Ctrl key and the B key at the same time [Ctrl+B]

A list of some of the shortcuts can be found in Appendix A at the end of this manual.

Peripherals

Other peripherals that can be added to a computer include:

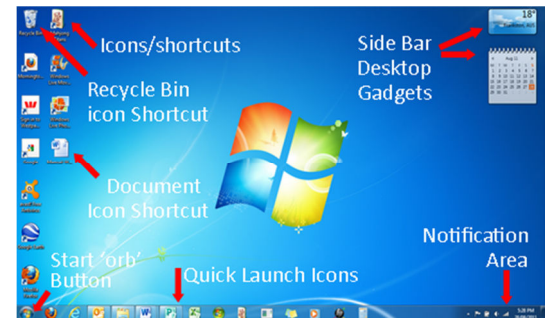
- Speakers
- Joystick (for gaming)
- Memory stick
- Scanner
- Printer
- Microphone
- Webcam
- Mobile phone
- Camera
- iPod

This list is growing all the time

What is a desktop?

After you start your computer the first thing you see is the desktop. The desktop is your work area.

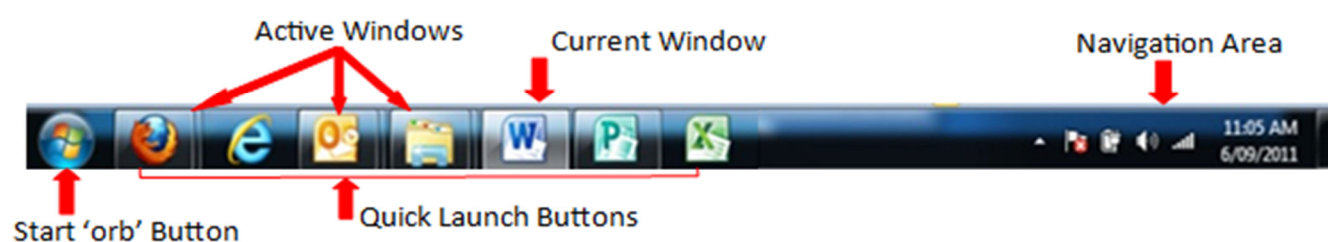
The following table explains the various features of the Windows 7 desktop.




Feature	Explanation
Taskbar	By default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start 'orb' Button, active program buttons, icons for quick access to programs, and the notification area are located on the taskbar.
Recycle Bin	When you delete an object, Windows 7 sends it to the Recycle Bin. You can restore objects from the Recycle Bin or you can permanently delete them.
Shortcut icon	Icons with an arrow in the lower-left corner are shortcut icons. Click the icon for quick access to the object it represents (program, document, printer, and so on).
Program, folder, and document icons	Program, folder, and document icons do not have an arrow in the lower-left corner. These icons represent the actual objects and provide direct access to the objects. Be careful: When you delete a program, folder, or document icon, you are deleting the actual program, folder, or document.
Sidebar	The default placement for the Windows 7 sidebar is along the right side of your desktop. You can use the sidebar to display gadgets. Gadgets are small programs with which you can display a clock, post notes, track stocks, or perform other miscellaneous tasks.

Taskbar?

The taskbar is a long bar that by default runs along the bottom of your desktop. The Start 'orb' Button, Quick Launch toolbar, active program buttons, and the notification area are located on the taskbar.



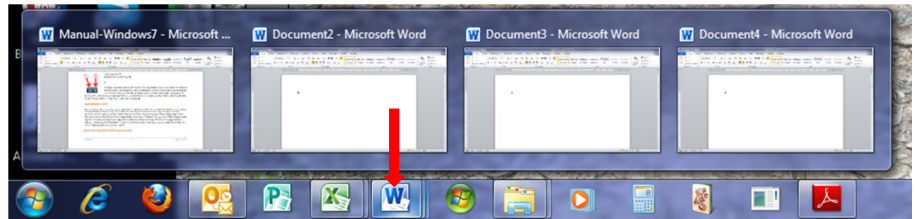
Start 'orb' Button  displays the Start menu. You use the Start menu to open programs and to perform other functions such as searching for files.

On the **taskbar**, right next to the Start 'orb' Button is the **Quick Launch toolbar**. Using the Quick Launch toolbar, you can open a program or file simply by clicking its icon. To add an icon to the Quick Launch toolbar:

1. Locate the program you want to add.
2. Right-click. A context menu appears.
3. Click **Pin to Task Bar**. Windows 7 adds the program to the Task Bar toolbar.

You can use the **Switch between Windows** icon to display all open windows in 3D flip by pressing the **Microsoft Flag button** on the keyboard and the **Tab** button at the same time or hover your cursor over the program button on the Task Bar to see what else is open like the sample below.

Each program, document, or other type of file opens in its own window. You can have multiple programs, documents, and files open at a given time. You can quickly move from one open file to another open file by clicking the files button.




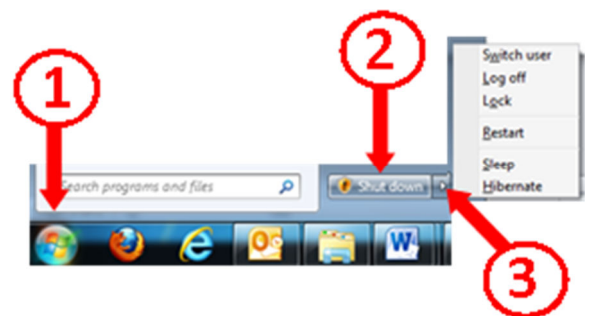
The **notification area** is located on the right side of the task bar displaying current time, date depending on the way in which your computer is configured.

	<p>Hover your cursor over each item and note what is displayed. Do not click your mouse in any way.</p>
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Shutting the computer down properly

It is very important that you **shut down** your computer system properly. Simply turning the power off with the power switch can cause serious file system damage. While the system is on, files are in use even if you aren't doing anything. These processes are managing the system and keep a lot of files open. When the system's power is switched off, these files are not closed properly and may become corrupted. Depending on what files become damaged, the system might be rendered completely unusable! In any case, you'll have to go through a long file system check procedure on the next reboot. When you finish working with your computer, you should put your computer in sleep mode or Shut Down:

1. Click the **Start 'orb' Button** . The Start menu appears.
2. Click the **Shut Down**. Do not do anything else to your computer.




Other options available are:

- **Switch user** – when you have more than one account user
- **Log Off** - to move from one account user to another without shutting down each time.

- **Restart** – quick way to reboot your computer without going through the Shut Down procedure.

Sleep Mode

1. Click on the **Start 'orb' Button** 
2. click on the right arrow beside shut down select **Sleep**

To start your computer again press the **Power Button**.

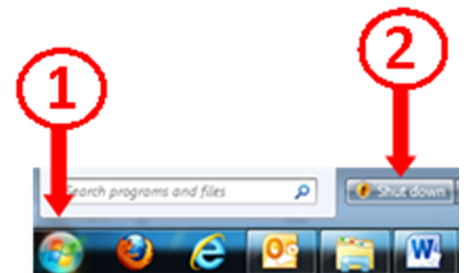


Why use Sleep mode?

In sleep mode consumes very little electricity. Pressing your computer's power-on switch will resume work quickly.

Do I ever need to shut down my computer?


Generally, when you are not using your computer for a substantial time, you should shut it down properly.



What is a program?

You use programs, also referred to as software, to perform tasks when using a computer. For example, write a letter using Microsoft Word; MYOB or QuickBooks for accounting.


Start a program?

1. Click the **Start 'orb' Button** , located in the lower-left corner of your screen. A menu showing the programs you use most frequently appears on the left, and commonly performed tasks appear on the right.
2. Click the program you want to open.

I do not see the program I want to open. What should I do?

After you click the **Start 'orb' Button** , the Start Menu appears. Click on **All Programs**.

A menu that lists all my programs

1. Click the **Start 'orb' Button** . The Start menu appears.
2. Click **All Programs**. A listing of programs and program folders appears.
3. Click the program name to open, or folder to open a folder.

Note: You may not be able to view all of your programs on the screen at one time. Click and drag the **scrollbar** up or down to change which programs are in view.

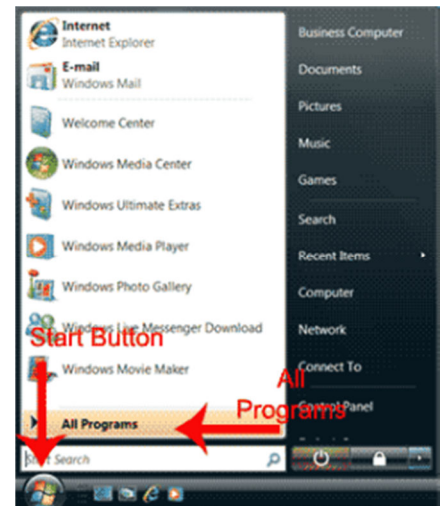
Customize the Start menu

Add a program to the first page of the Start menu


1. Find the program name in the **All Programs** list.
2. Right-click the program name. A context menu appears.
3. Click **Pin to Start Menu**. The program appears on the first page of the Start menu above the horizontal line.

Remove a program from the first page of the Start menu?

1. Right-click the program name. A context menu appears.
2. Click **Unpin From Start Menu**.

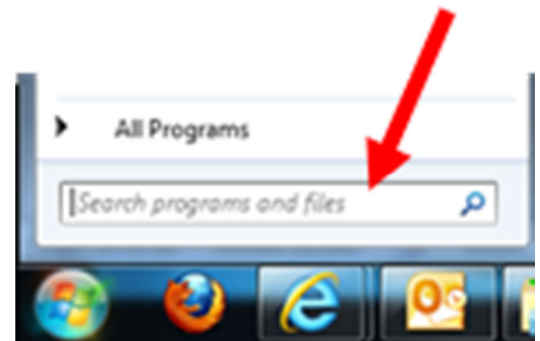


Program located below the horizontal line show the most recent programs opened only.

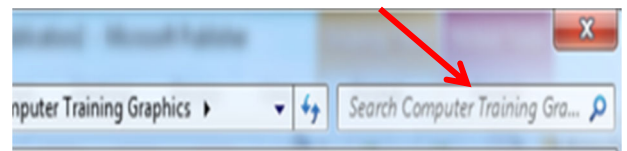
	<p>Find the Calculator and pin it to the Taskbar and the Start Menu. You can find the Calculator by clicking the Start 'orb' button → All Programs → Accessories → right mouse click on Calculator and pin to taskbar</p> <p>Find the Calculator again and this time pin to Start Menu. Now you don't have to ferret around in your desk draw to find a calculator because you have one available on your computer any time you need it ☺</p>
--	--

Quickly locate files and folders

You can use **Search feature** to locate documents, folders, pictures, music, and emails that are on your computer. You can also use Search feature to locate a document that includes a particular word or phrase. Click Search on the **Start 'orb Button'** and type the name or part of the name and the computer will build a list above the Search field for you to choose from.



Another search field is located in the upper-right corner of some windows. Type the name of the file or folder you are looking for in Search field the date it was last modified, or even the author of the file. As you type, Windows 7 searches for the file. Windows 7 also provides you with a several options to narrow your search.




Most Recently Used Document list?

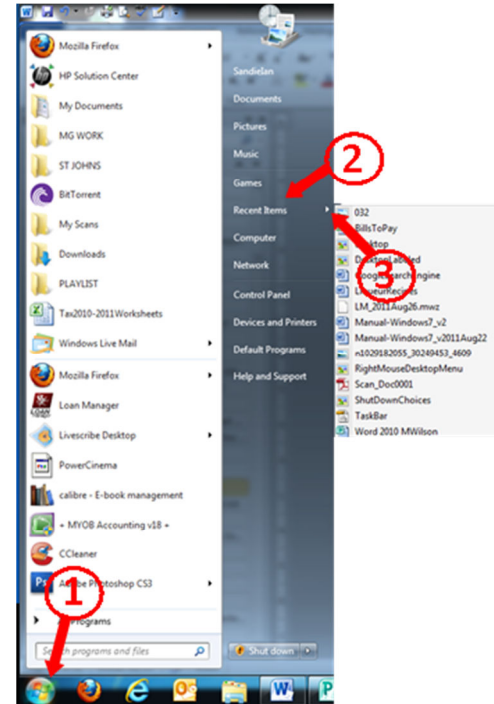
As you work, Windows 7 tracks the files and programs you have used. It lists these files and programs on the Most Recently Used Document list. To view the list:

1. Click the **Start 'orb' Button** .
2. Click **Recent Items** on the right side of the Start menu. A list of recent files and programs appears.

To open a file listed on the **Recent Items** list, click the filename.

Enable my Most Recently Used Document list

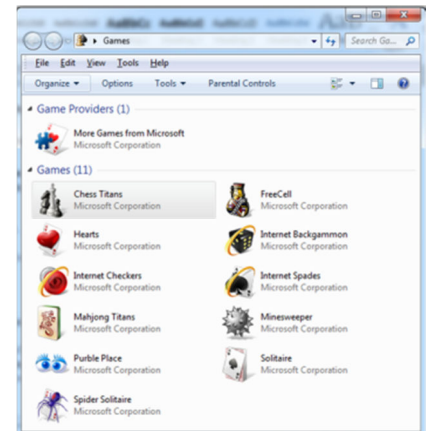
1. Right-click the **Start 'orb' Button** . A context menu appears.
2. Click **Properties**. The Taskbar and Start Menu Properties dialog box appears.
3. Click the **Start Menu** tab.
4. Click on **Customise** button.
5. Select **Recent Items**.
6. Click **OK**. Recent Items will now appear on Start Menu.



Where are the games?

To access Windows 7 installed games:

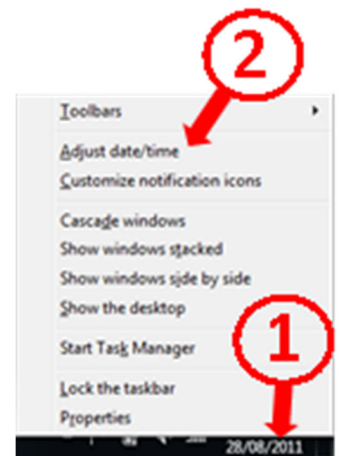
1. Click the **Start 'orb' Button** . The Start menu appears.
2. Click **Games**. The Games Explorer window appears.
3. Double-click the game you want to play. Start playing.



Change the date and/or time and/or time Zone that displays on my computer

You can use the Date and Time dialog box to change both the date and the time your computer displays.

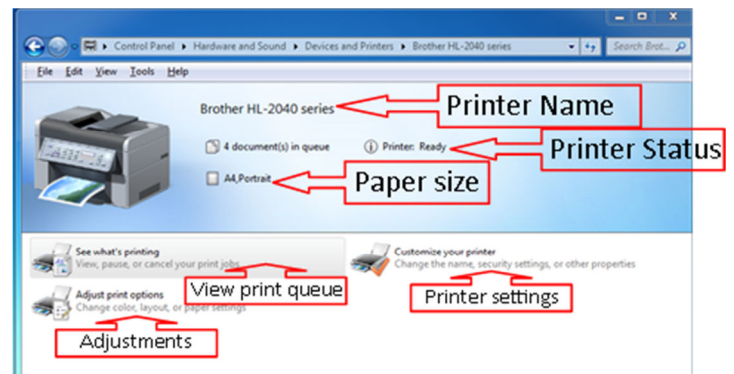
1. Right mouse click on the time and date in the bottom right hand corner of the screen.
2. Click **Adjust Date/time**.
3. Make the necessary adjustments.
4. Click **OK**. Check your time and date in the bottom right of the Task Bar.




Install a new printer




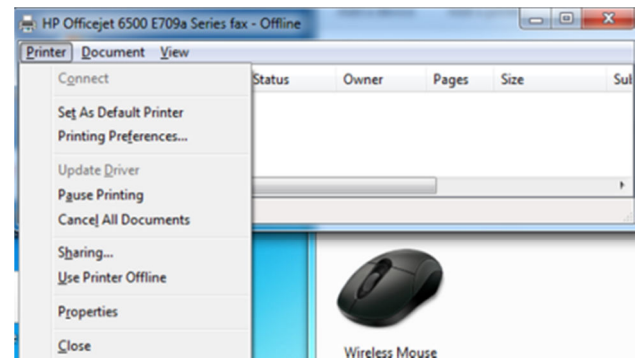
A USB port is where you plug devices such as a printer, digital camera, memory sticks, or scanner into your computer. Windows 7 may automatically detect and install your printer. Follow the prompts. To add a network, Bluetooth, or wireless printer:



1. Click the **Start 'orb' Button** . The Start menu appears.
2. Click **Devices and Printers**. A content menu appears.
3. Click **Add a device** or **Add a printer**
4. Click **Add a Printer**. The Add Printer Wizard appears.
5. Click Add a Network, Wireless, or Bluetooth. The Add Printer Wizard finds all available printers.
6. Select the printer you want to install.
7. Follow the steps outlined by the wizard to complete the installation.

Cancel a print job

1. Click the **Start 'orb' Button** . The Start menu appears.
2. Click **Devices and Printers**.
3. **Right mouse click** on the **Printer** and select **See what printing**.
4. Right mouse click the job you want to stop and select.
5. Click **Cancel**. If you are sure you want to cancel then click **Yes** when it comes up.
6. Click on the Red box with white X to close Printers.



When you start a print job, a print icon may appear on the taskbar in the notification area. You can click the icon to open the printer's dialog box mention in step 3.

Desktop shortcut

A desktop shortcut, usually represented by an icon (like a very small picture), is a small file that points to a program, folder, document, or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in their lower-left corner. Shortcuts are merely pointers; deleting a shortcut does not delete the item to which the shortcut points.



How do I create a desktop shortcut?

1. You first need to locate the icon for the program, drive, folder, or document that you want the shortcut for.

2. **Right-click** the **program, folder, or document icons** and then select **Send to → Desktop (create shortcut)**.



3. You will notice that the icon shortcut has a small arrow in the bottom left-hand corner. This icon says that it is not the program icon but a copy of the program icon. If you delete this icon you will not be deleting the program.

If the item is visible in the Windows



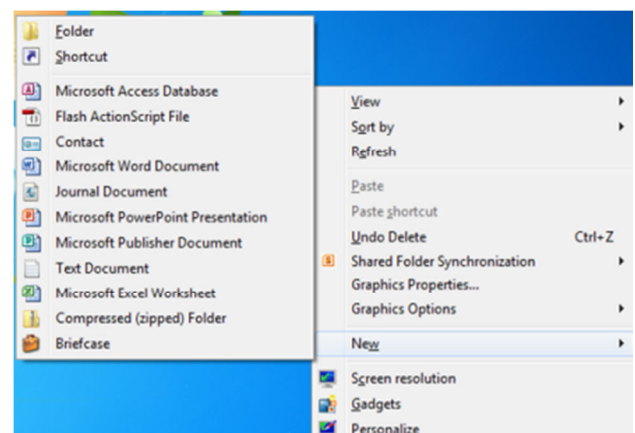
Explorer:

1. Open **Windows Explorer**.
2. Locate the item for which you want to create a shortcut.
3. **Right-click** the item.
4. Click **Send To, Desktop (create shortcut)**.
5. A shortcut will now be on your Desktop.

Create Shortcut Wizard

You can use the Create Shortcut Wizard to add a shortcut to your desktop.

1. **Right-click** the **desktop**. A context menu appears.
2. Click **New**. A submenu appears.
3. Click **Shortcut**. The Create Shortcut dialog box appears.
4. **Browse** to find the item.
5. Click to **select** your option and then click **OK**.
6. Click **Next**. The next Create Shortcut dialog box appears.
7. Accept the default name or type in a new name.
8. Click **Finish**. Your shortcut will now be on the Desktop.



How do I rename a desktop shortcut?

The name of the desktop shortcut displays below its icon. To rename a shortcut:

1. **Right-click** the shortcut. A context menu appears.
2. Click **Rename**.
3. Type a new name.
4. Press **Enter**. Windows 7 renames the icon.

How do I delete a desktop shortcut?

1. Click the **shortcut**.
2. Press the **Delete** key. Windows 7 asks if you are sure you want to delete the shortcut.
3. Click **Yes**.

IMPORTANT: Remember, shortcuts have an arrow in the lower-left corner. If the icon you delete does not have an arrow in the lower-left corner, it is not a shortcut and deleting the icon will make the program unavailable.


What is wallpaper?

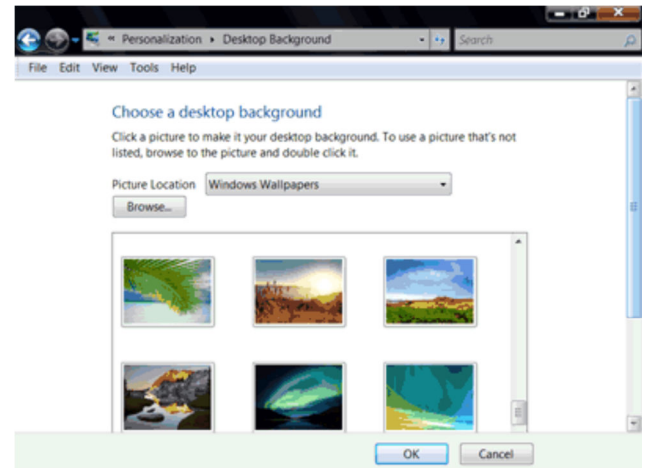
Wallpaper is the background that displays on your desktop.

Change my wallpaper

1. Click the **Start 'orb' Button**.
2. Click **Control Panel**, which is located on the right side of the Start menu.
3. Click **Personalization**.
4. Click on **Desktop Background** button on the bottom of the window. Select the wallpaper you want from the ones that appear or click the down-arrow in the **picture location** field to select another wallpaper category. **Note:** If you would like to display an image you created, you can click Browse to find the image.
5. Click to select how you want your image to appear on the screen. Choose from the following **fill; fit; stretch; tile; centre** :
6. Select how often you want the background to change and whether to shuffle the picture or not.

OR




1. Right mouse click on a favourite photo
2. **Set as desktop background**
3. Click  to close the picture.



What is a font?

A font is a set of characters represented in a single typeface e.g. the sample attached.



To view a font

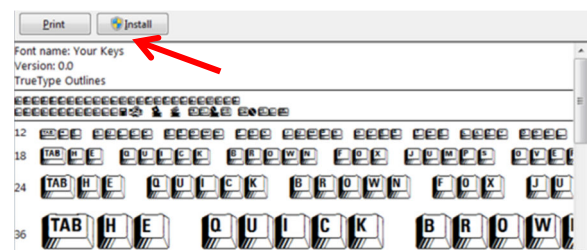
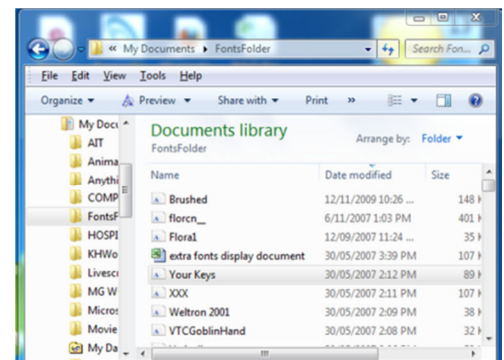
1. Click the **Start 'orb' button** .
2. Click **Control Panel**.
3. Click **Appearance and Personalization**.
4. Click **Fonts**.
5. Scroll until the font you want to preview is visible.
6. Double click the font you would like to see.
7. The font is displayed in different sizes.
8. You can print this window off if you wish.
9. Click  to close the preview
10. Click  to close the Fonts folder.



Install a new font

You must purchase or otherwise obtain the font you want to install. Then:

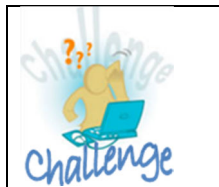
1. Click the **Start 'orb' Button** .
2. Click **Control Panel**.
3. Click **Fonts**.
4. Locate the Font that you want to install and Right Mouse Click to open.
5. Click **Install**. If you are prompted for permission to continue, click Continue. Windows 7 installs the font.
6. Click . The Add Fonts dialog box closes.



There are and great number of free fonts available off internet for you to download to your computer. Two sites you might like to look at are www.1001freefonts.com and www.searchfreefonts.com. Download Fonts for Windows. Once they are downloaded you can then install them. There are a lot more free font websites available on the internet than these two.

What are drives?

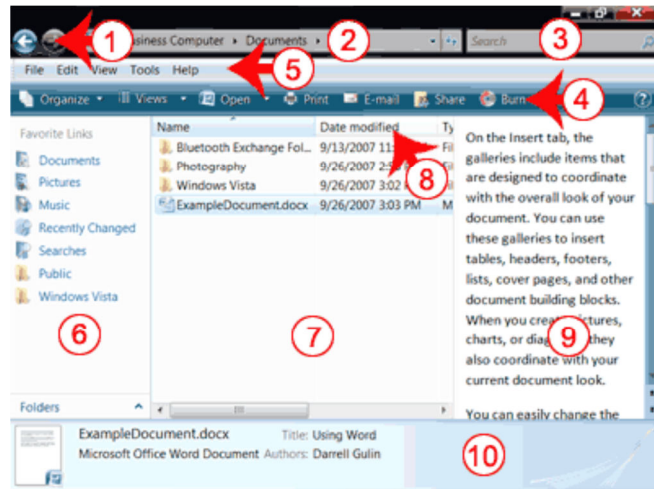
Drives are hardware components used to store data. Almost all computers come with at least two drives: a hard drive (for storing large volumes of data – Local C:) and a CD or CD/DVD drive (for storing smaller volumes of data that you can easily transport from one computer to another). The hard drive is typically designated the C:\ drive, and the CD drive is typically designated the D:\ drive. USB connections usually have the letters E:\, F:\, G:\, and so on.



- Click on the **Start 'orb' button**
- Click on **Computer**
- What drives can you see on your computer?

Explain Explorer windows?

You use Explorer windows to search for and manage the files on your computer. When you open your Personal folder or click Documents, Pictures, Music, Games, Computer, or Network on the Start menu, an Explorer window appears. Explorer windows consist of several parts:



1. the **Forward** and **Back** buttons,
2. the **Address bar**,
3. the **Instant Search box**,
4. the **Command bar**,
5. the **Menu bar**,
6. the **Navigation pane**,


7. the **File List**,
8. the **Headings**,
9. the **Preview pane**,
10. the **Details pane**.

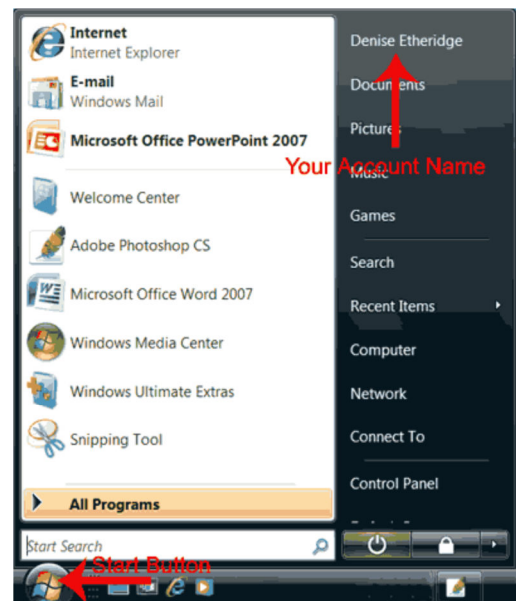
Area	Description
Forward and Back Buttons	You can use the Forward and Back buttons to move forward and backward through your searches.
Address Bar	The Address bar provides dropdown menus for the current navigation path. A navigation path is the sequence of folders on a drive that you must open to get to the file for which you are looking. The folders are ordered from the highest to lowest point in the hierarchy. You can use the Address bar to move up or down the navigation path. You can also use the Address bar to find recently visited Web sites and prior searches.
Instant Search Box	In the Instant Search box, you can search for folders and files on your computer by typing the folder or filename. You can also use the Search box to find all documents that contain a particular word or phrase or have a specific property.
Command Bar	By using the Command bar, you can perform a variety of tasks related to managing and organizing the files on your computer. For example, you can use the Command bar to cut, copy, and paste files.
Menu Bar	For the most part, the Menu bar has the same features as the Command bar. By using the Menu bar, you can perform a variety of tasks that relate to managing and organizing the files on your computer. Because the Command bar and the Menu bar perform many of the same functions, by default the Menu bar does not display. To display the Menu bar, press the Alt key.
Navigation Pane	You can use the Navigation pane to open a folder. For easy access, commonly used folders are listed at the top of the Navigation pane.
File List	When you open a folder, Windows 7 lists the contents of the folder in the File List.
Headings	Headings appear at the top of the File List. Headings identify the file properties.
Preview Pane	For programs that support this feature, the Preview pane shows you the contents of a document without opening the document.
Details Pane	You can use the Details pane to view, add, and/or change a document's properties. Properties are characteristics that are either automatically assigned to a file or assigned to a file by you. Properties include such things as the date the file was last modified, the author, and the document category.

What is a Personal folder?

A Personal Folder will be your account name. Windows 7 stores the folders you will use most often, such as the Documents, Pictures, and Music folders, under your Personal folder. Your Personal folder will be the same name as your account name. For example, my account name is Denise Etheridge; Windows 7 named my Personal folder Denise Etheridge. Clicking your Personal folder name opens an Explorer window.

How do I open my Personal folder?

1. Click the **Start 'orb' Button** .
2. Click the name you entered when you created your account. The name is located at the top of the Start menu's right column.

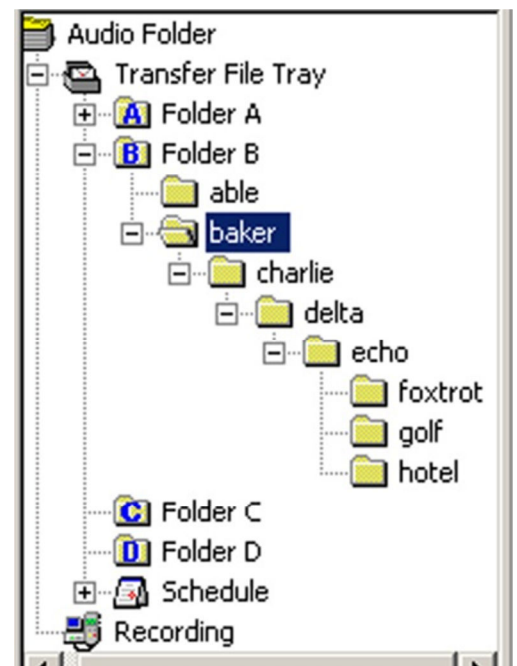


What are folders and files?


Folders are used to organize the data stored on your drives. A file is a collection of related information. When you create files, a good idea is to organize them in folders and to store files of a like kind in a single folder. Microsoft defaults all your documents under the Documents folder, your pictures under the Pictures folder, and your Music under the Music folder unless you specify a folder.

How Windows 7 organizes files and folders on drives

Windows 7 organizes folders and files in a hierarchical system. You can put all of your files on a drive without creating any folders, but that is like putting all of your papers in a file cabinet without organizing them into folders. It works fine if you have only a few files, but as the number of files increases, there comes a point when things are difficult to find. To avoid this, create folders and put related material together in folders. A diagram of typical drives and how they are organized is shown here.

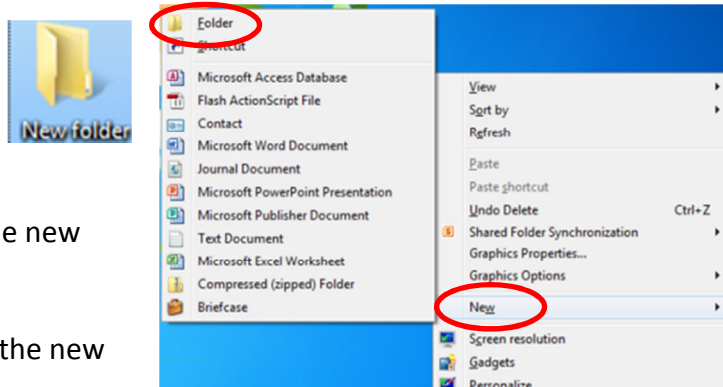


How do I open a folder?

1. Click on **Start 'orb' button** .
2. Click on **Documents**.
3. Locate the folder/file you are looking for and click on it. The contents of the folder appear.

Open a file or a folder in the File List?

Double click the filename. You can also open the folders that appear in the File List by double-clicking them.




Create a new folder

To create a new folder:

1. Locate where you want to create the new folder.
2. Right mouse click and select **New**.
3. Select **Folder**. Type a new name in the new folder name box.
4. Press **Enter**. Windows 7 changes the name of the folder.

Can I search for files and folders?

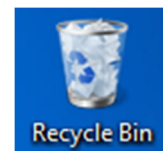
To search for a file or even for a word that is contained in a file, use the Instant Search box located in the upper-right corner of your Personal folder:

1. Click the **Start 'orb' Button** .
2. Click on your **Account Name**
3. Type what you are searching for in the **Search** box in the top right hand corner. As you type, Windows 7 displays the results of the search in the File List.
4. Double-click a filename to open the file.

You can save a search so you can use it again. To find out more about this please visit the Help menu.

Delete a file or folder

To delete a file or folder:



1. Right-click the file or folder you want to delete. A context menu appears.
2. Click **Delete**. Windows 7 asks, "**Are sure you want to move this file to the Recycle Bin?**"
3. Click **Yes**. Windows 7 places the file or folder in the Recycle Bin.
Please note that you can **restore** an item from the **Recycle Bin** but once you delete an item from the Recycle Bin it is not available to you any more – however – please know that the authorities are able to find this deleted document using a very special program.

Copy a file or folder

Copy a file or folder and place the copy in another location is a two-step process. First you make the **copy** and then you **paste** the copy in the new location. When you execute a **Copy** command, Windows 7 stores the information you copied in a storage area called the **Clipboard**.

1. Right-click the file or folder you want to **copy**. A context menu appears.
2. Click **Copy**. The file or folder is now on the Clipboard.

Cut a file or folder

Cutting enables you to move a file to a new location. First you remove the file from its current location by cutting it. Then you paste it in the new location. When you execute a Cut command, Windows 7 stores the information you cut in a storage area called the Clipboard.

1. Right-click the file or folder you want to **cut**. A context menu appears.
2. Click **Cut**. The file or folder is now on the Clipboard.

Note: Cutting differs from deleting. When you cut a file, the file is placed on the Clipboard. When you delete a file, the file is sent to the Recycle Bin.

Paste a file or folder

Pasting places information on the Clipboard in the location you specify. To paste a file or folder:

1. After copying or cutting the file, right-click in the File list to which you want to paste. A context menu appears.
2. Click **Paste**. Windows 7 pastes the file in the new location.

Rename a file or folder

1. Right-click the file or folder. A context menu appears.
2. Click **Rename**.
3. Type the new name.

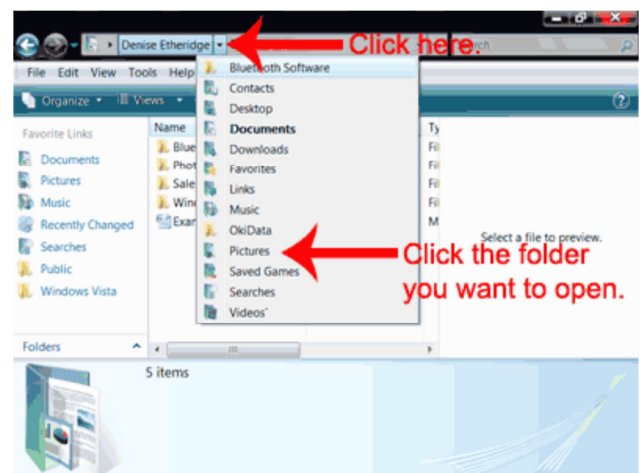
Press **Enter**. Windows 7 changes the name of the file or folder.

Understanding the Address bar

The Address bar is located in the upper-left corner of an Explorer window. You can use the Address bar to navigate through your folders. To open a folder:

1. Click the drop down arrow next to the folder name. A list of the folders in that folder appears.
2. Click the folder you want to open.

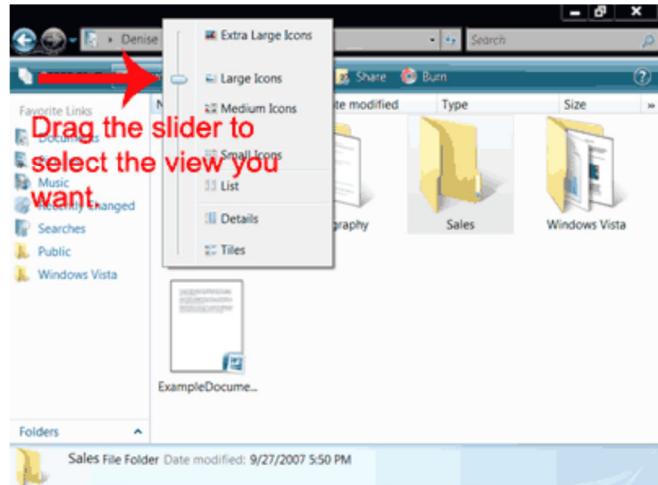
You can move up and down the folder hierarchy (path) by clicking folder names.



Windows Explorer views?

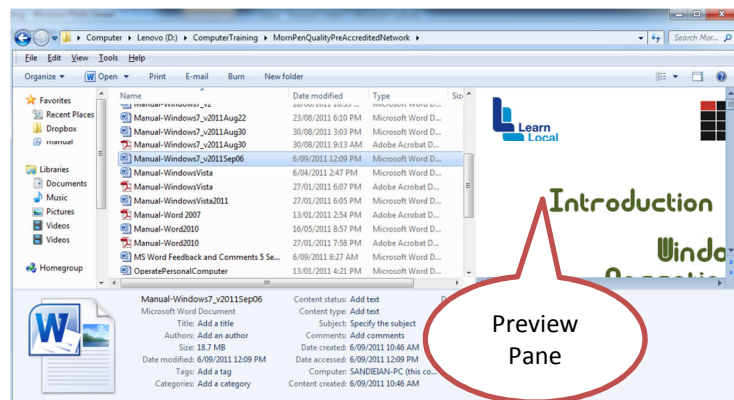
Views control how Explorer windows display information in the File List. The **Views** option on the Explorer Command bar provides the following choices: Extra Large Icons, Large Icons, Medium Icons, Small Icons, List, Details, and Tiles.

- **Tiles** view and Icon views display icons to represent drives, folders, and the contents of folders. You can choose from icons that are large, small, or medium in size.
- **List** view displays all of the files and folders without displaying the properties.
- **Details** view displays the filename and associated properties. File properties are pieces of information that are associated with a file e.g. the date/time you last modified a file, author, type of document.



The Preview pane

If you have a file that was created in a program that supports Preview mode, in Explorer windows you can see the contents of the file without opening the file. To see a preview, click once on the filename. A preview appears in the Preview pane.

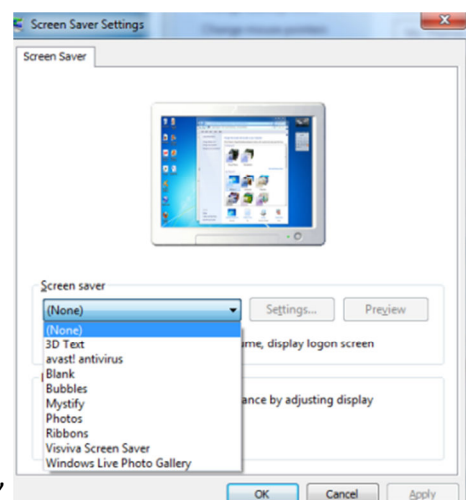


What is a screen saver?

A screen saver is a moving image that is activated on your computer display when no user activity has been sensed for a certain time. The original purpose of a screen saver was to prevent the burning of an image into the screen. This is not so the case these days but it is nice to have something interesting to look at on the computer screen.

Windows comes with built-in screen savers that you can select. You can set the screen saver using the task bar by selecting

1. Right mouse click on the desktop and select **Personalize**,
2. Click **Screen Saver** in the bottom right hand of the menu window.. The Screen Saver Settings dialog box appears.
3. Click the down-arrow in the Screen Saver field. A list of screen savers appears.



4. Click to select the screen saver you want to use. A preview of the screen saver appears in the Screen Saver Setting dialog box.
5. In the Wait field, set the number of minutes of inactivity before the screen saver starts.
6. Click **Apply**.
7. Click **OK** to close the window locking your new Screen Saver in.

What is a window?

A window is an area on your desktop where a Windows-based program runs e.g. Microsoft Word, Excel, Explorer.

Can I have more than one window open at a time?

You can have as many windows (programs, documents and folders) as you want open at the same time.

How do I switch between windows?


If you have several windows open at the same time, the window on top is the *window with focus* (the computer is looking at right now). You can only interact with the window with focus. To change windows, do any one of the following:

- Click anywhere on a window to change the focus to that window.
- Hold down the Alt key and press the Tab key (Alt-Tab). A preview of all open windows appears. While holding down the Alt key, click the Tab key until you have selected the window to which you want to change.
- All active files display on the taskbar. Click the taskbar button for the window you want to have focus.

How do I move a window around on my desktop?

Left-click the window's **title bar** and drag the window (anywhere on an empty space on the blue title bar).



- Click on the **Start 'orb' button**
- Click on **Documents**
- Place your cursor on the Title Bar and left click and hold, dragging the window around your Desktop
- *Make sure that the top right hand corner shows a single square (meaning doesn't cover the complete desktop)* 

What does it mean to "cascade your windows"?

Cascading windows fan out across your desktop, with the title bar of each window showing.

How do I cascade my windows?

1. Right-click the taskbar. A menu appears.
2. Click **Cascade Windows**.
3. Windows 7 cascades the open windows.

What is "stack your windows"?

Stacking is a way of organizing your windows on your desktop. When you stack your windows, Windows 7 places each window on the desktop so that no window overlaps any other window. The windows are stacked one on top of the other.

How do I stack my windows?

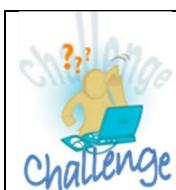
1. Right-click the taskbar. A menu appears.
2. Click **Show Windows Stacked**. Windows 7 stacks your windows.

What does it mean to "show windows side by side"?

Showing your windows side by side is another way of organizing your windows on your desktop. When you show your windows side by side, Windows 7 places each window on the desktop in such a way that no window overlaps any other window. The windows display side by side.

How do I show my windows side by side?

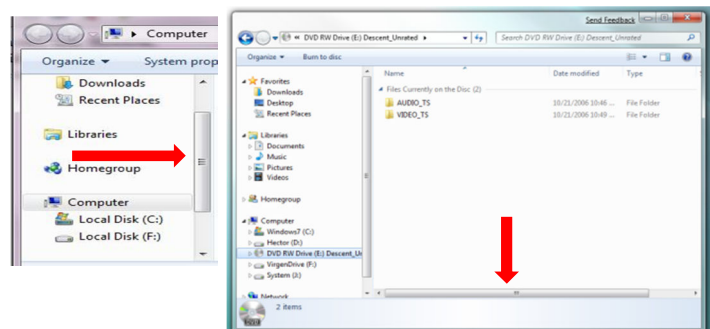
1. Right-click the taskbar. A menu appears.
2. Click **Show Windows Side by Side**. Windows 7 displays your windows side-by-side.



- Click **Start 'orb' button** and click on **Documents**
- Click **Start 'orb' button** and click on **Pictures**
- Click **Start 'orb' button** and click on **Music**
- Go to the **Task bar** (bottom of the screen) and right mouse click and choose **Cascade Windows**
- Go to the **Task bar** (bottom of the screen) and right mouse click and choose **Show windows stacked**
- Go to the **Task bar** (bottom of the screen) and right mouse click and choose **Show windows side by side**

What are scrollbars?

If the contents of the work area do not fit in the window, scrollbars appear. A vertical scrollbar appears at the right side of the window and a horizontal scrollbar at the



bottom of the window. The vertical scrollbar provides a way to move up and down. The horizontal scrollbar provides a way to move from left to right and from right to left.

The scroll box indicates where you are in your document. If the scroll box is at the top of the scrollbar, you are at the top of the document. If the scroll box is in the centre of the scrollbar, you are in the centre of the document.

How do the scrollbars work?

To move up and down one line at a time:

- Click the arrow at either end of the vertical scrollbar.

To move from side to side:

- Click the arrow at either end of the horizontal scrollbar.

To move approximately one window at a time:

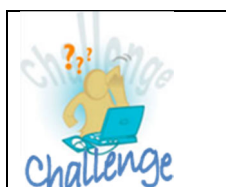
- Click above the scroll box to move up.
- Click below the scroll box to move down.

To scroll continuously:

- Click the appropriate arrow and hold down the mouse button.

To move to a specific location:

- Left-click the scrollbar and hold down the left mouse button until you arrive at the location. For example, if you want to go to the centre of the document, click the centre of the scrollbar and hold down the left mouse button.
- Or, drag the scroll box until you arrive at the desired location.



- Click **Start 'orb' button** and click on **All programs**
- There will most likely be more programs than the screen can hold so there will be a scroll bar on the right hand side.
- Write down what the name of the first and last programs are on the list.

What is a menu?

Menus provide a way for you to send commands to the computer (tell the computer what you want it to do). When you click a menu item, a drop-down menu of more options appears. Select the option you want to execute. This is so any time you have a small arrow next to an option on a menu. Any faded options means that they are not available for you to use at the moment.

What is a selection?

A selection is a highlighted area on which you can perform a command. For example, if you are using a word-processing program, you can highlight a word and then execute the underline, **bold**, *italics*, font size, font colour command. By highlighting and selecting specific information you are

telling the computer exactly what you are about to alter. You have already done this when you created a New Folder and gave it a unique name.

How do I make a selection?

1. Position your Blinking Cursor in front of the first character you want to be selecting
2. Hold down your left mouse button and drag the mouse until you have highlighted the area you want.

Note: Typing over highlighted text replaces the old text with the new text you type.

What is a dialog box?

It is a window that pops up on the screen with options that the user can select. After the selections have been made, the user can typically click "OK" to enter the changes or "Cancel" to discard the selections.

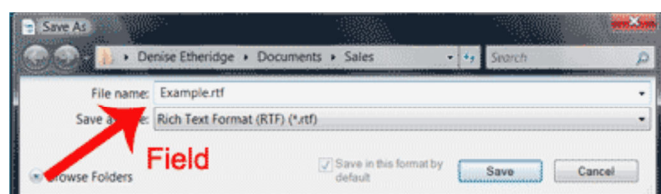
What are tabs?

Some programs provide dialog boxes with several pages of options. You move to a page by clicking on its tab or by using Ctrl+Tab (hold down the Ctrl key while pressing the Tab key to flip through the pages).



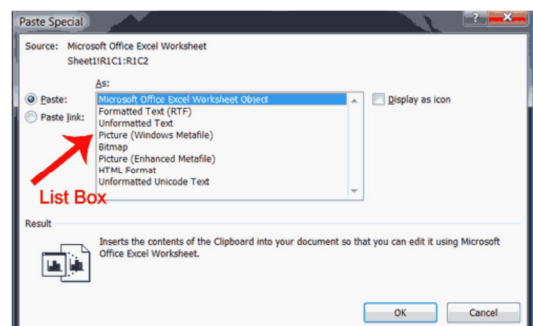
What are fields?

You type entries into fields (also referred to as text boxes). For example, in the Save As dialog box, you type the name you want your file to have in the File Name field.



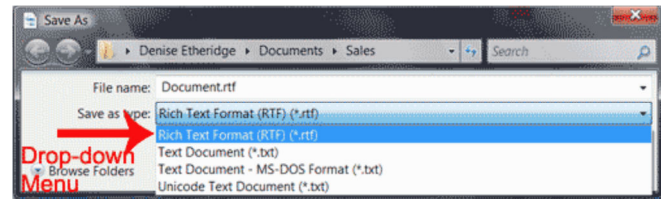
What are list boxes?

List boxes provide multiple options from which you can choose. To make your selection, simply click the option you want. In some list boxes, you can choose more than one item. To choose multiple items, hold down the Ctrl key while you make your selections. If there are more options than can be displayed in the box, a scrollbar appears on the list box. Use the scrollbar to view the additional choices.



What is a drop-down or pull-down menu?


Fields with a drop-down menu have a small downward-pointing, or sideways-pointing arrow next to them. You click the arrow and a list of options appears. You select the option you want from the list. You can also open the drop-down menu by holding down the Alt key and pressing the down-arrow.

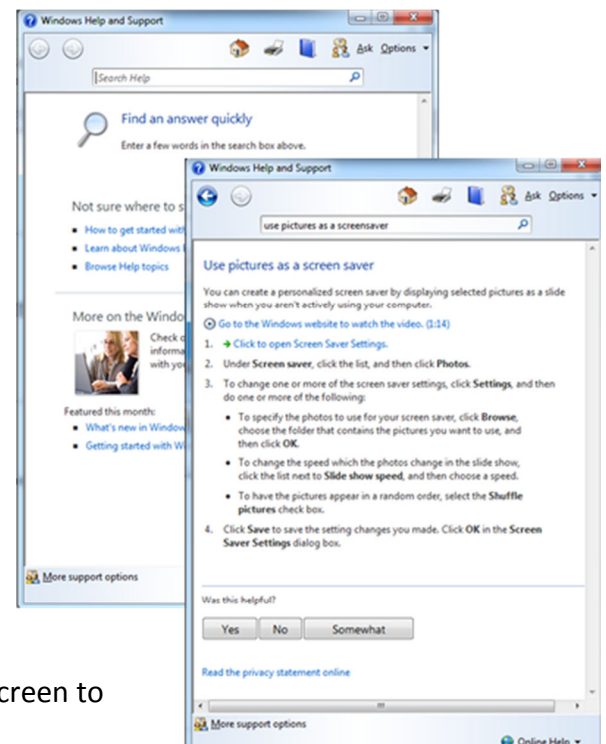


You can use the arrow keys to move up and down in a drop-down menu. You can also move to an item by typing the first few letters of the option.

Getting HELP (F1)

This manual definitely does not give you all the answers you require. When there is something else you wish to know about Windows 7, all you need to do is


1. Click on the **Start 'orb' button**
2. Click on **Help and Support**
3. Type a topic into the **Search Help** field and press **Enter**.
4. Select a topic (just like in the index of a book) and click on the hyperlink (using blue in colour)
5. You should see on your screen step by step instructions. If you need to look for more information click on the  to take you back a screen to choose another hyperlink.



This HELP facilities will help you with everything about Windows 7.

This is the best way to find out more about your program's capabilities. Use help and search as much as you can. It is like a book that is always current. You can print off your help results if you wish but why waste paper when it will always be on your computer.

Windows Help and Support is the built-in help system for Windows. It's a place to get quick answers to common questions, suggestions for troubleshooting, and instructions for how to do things. If you need help with a program (e.g. Microsoft Office Word), you'll need to consult that program's Help (go to Help and search "Getting help with a program").

To open Windows Help and Support, click the Start 'orb' Button , and then click Help and Support.

Get the latest Help content

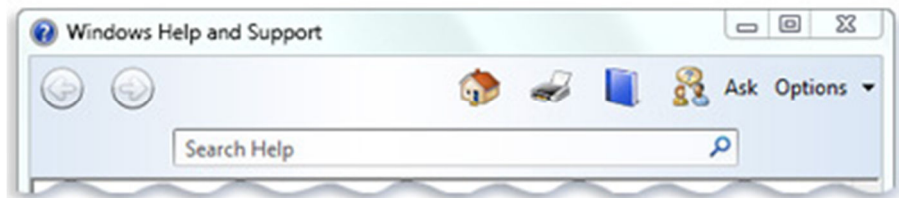
If you're connected to the Internet, make sure Windows Help and Support is set to Online Help. Online Help includes new Help topics and the latest versions of existing topics.

1. On the toolbar in Windows Help and Support, click Options, and then click Settings.
2. Under Search results, select the Improve my search results by using online Help (recommended) check box, and then click OK. The words Online Help will be displayed in the lower-right corner of the Help and Support window when you are connected.


Search Help

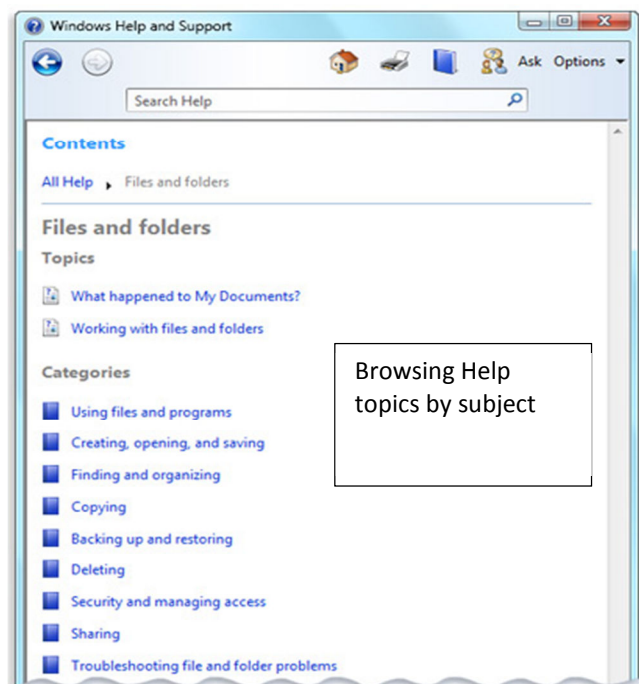
The fastest way to get help is to type a word or two in the search box. For example, to get information about wireless networking, type wireless network, and then press Enter. A list of results appears, with the most useful results shown at the top. Click one of the results to read the topic.

The search box in Windows Help and Support



Browse Help

You can browse Help topics by subject. Click the Browse Help button , and then click an item in the list of subject headings that appears. Subject headings can contain Help topics or other subject headings. Click a Help topic to open it, or click another heading to dig deeper into the subject list.



INTERNET AND EMAIL

The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers). The Internet is available to hundreds of millions of people worldwide.



For many Internet users, electronic mail ([e-mail](#)) has practically replaced the Postal Service for short written transactions. Electronic mail is the most widely used application on the Net. You can also carry on live "conversations" with other computer users, using a free service called Skype. Your computer must a webcam and microphone to be able to see each other and verbally speak with each other.

The most widely used part of the Internet is the [World Wide Web](#) (often abbreviated "www" or called "the Web"). When you click on words or phrases that appear in blue print, you will be transferred to the site or page that is relevant to this word or phrase. Sometimes there are buttons, images, or portions of images that are "clickable." If you move the pointer over a spot on a Web site and the pointer changes into a hand, this indicates that you can click and be transferred to another site. Using the Web, you have access to millions of pages of information.



How Do I Connect to the Internet?

You have all the basic parts of your computer set up. Now you want to start **surfing the Internet**. You might even see an Internet Explorer icon on your desktop. You may be wondering if getting online is as simple as clicking that icon. Well, yes and no.



There are basically three things you need to use your computer to become active online -- **an Internet Service Provider (ISP)**, a **modem**, and an Internet **browser**. Before you can connect to the Internet, you have some decisions to make about these three topics.

Types of Internet Access

Before you can connect to the Internet, you need to determine the type of **Internet access** you would like, and which **Internet Service Provider (ISP)** you want to provide you with this access. An ISP is the company that provides you with your connection to the Internet for a fee. Often ISPs offer different types and tiers of access, so it is a good idea to consider the **common types of service** before exploring specific companies.

Dial-up access is usually the **least expensive** way to access the Internet; however, it is also the **slowest**. With dial-up service, you need a **phone line** and **PC modem** to dial-up and be connected to the Internet by your ISP. A modem ties up the phone line, so you can't use the phone and

computer at the same time. While dial-up access can be an affordable option, **web pages load slowly**. Some websites with a lot of videos or graphics may have a difficult time loading, if they load at all. Additionally, with dial-up access, your Internet connection isn't immediate. Since you have to use the telephone line to dial into a server, it can take from several seconds to minutes before you can access the Internet.

If you only use the Internet to check your email and occasionally view other websites, a dial-up connection may serve your needs. If you are going to spend any significant amount of time online, you should consider another option. Keep in mind that some ISPs have increased the fee for dial-up access in an effort to transition more people to broadband access.

DSL Access, or **Digital Subscriber Line**, provides high-speed, Internet access through a **phone line**. With DSL service, you can talk on the telephone and access the Internet at the same time and can give high-speed Internet connections that allow for transmission of data at rates 10 to 50 times faster than dial-up service.

Cable access is provided through your local TV cable company and transferred through your TV cable. Like DSL access, it is considered broadband, high-speed Internet access. If you don't have cable TV, you can still purchase cable Internet service as long as it is available in your area. **Web pages** load quickly and you will find it easy to download and upload files. One thing to be aware of though is that cable access is a **shared service** and can be affected by others who use the same cable lines. For example, if it is a holiday and everyone in your neighborhood is at home surfing the web, you may notice that some aspects of service are slower than normal. In most areas, this won't be an issue.

Choosing an Internet Service Provider (ISP)

Once you have decided which **type of Internet access** you are interested in, you can determine which **ISPs** are available in your area that offer the type of Internet access you want. Then, you need to choose the ISP that best meets your needs based on their prices and service packages, and secure Internet access through that company. Talk to friends, family members, and neighbours to see what ISP they use.

Some things to consider as you research ISPs:

- Speed
- Price
- Billing
- Installation Software
- Physical Service
- Service Record
- Extras such as email accounts and web space
- Technical Support
- Remote Access
- Contract Terms
- Supply of Modem



Surf the Internet and make a list of companies that provide an internet service – ISPs. What plans look good to you, how much do they cost per month and what size of usage do they allow. Is there a cost for extra usage?

Hardware Needed

Once you have your computer, you really don't need much additional hardware to connect to the Internet. The primary piece of hardware you need is a **modem**.

Router

A **router** is a hardware device that allows you to use several computers on a **single Internet connection** from your ISP. With a router, all the computers in your home can connect to the Internet and all you pay for is one account with an Internet Service Provider and one IP address.

Internet Browser

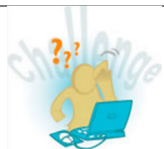
Most computers come **preloaded** with Microsoft Internet Explorer, the default browser; however, you don't have to use Internet Explorer. If you would prefer to try another browser option, you can. For example, Mozilla Firefox is a **free** browser that you can download and use.



IE8 = Internet Explorer 8



Mozilla Firefox



- Research 2 or more **Internet Service Providers** and compare their service packages.
- Determine which provider and service package would be best for you, based on your needs.

Opening the Internet, whether by Internet Explorer or Mozilla Firefox, you will be starting off with a **Home Page**. If you are going to use Google this is what it may look like.

Anytime you want to exit the Internet all you need to do is click

- Internet Website
- Home Page button
- Go back or forward buttons
- Search Internet field

If you see a different **Home Page** it will still have these basic navigation places.

The screenshot shows the Google Australia homepage with several labeled components:

- Go back or forward arrows:** Located in the top left of the browser window.
- Internet Website address box:** The address bar at the top showing "http://www.google...".
- Homepage button:** The home button icon in the top right of the browser window.
- Close Internet button:** The close button (X) in the top right of the browser window.
- Type your search words here:** The main search input field in the center.
- Google Search:** The search button next to the input field.
- I'm Feeling Lucky:** The "I'm Feeling Lucky" button next to the search button.
- Advanced search:** A link for advanced search options.
- Language tools:** A link for language tools.
- Change background image:** A link at the bottom left to change the background.



At the bottom of the page, there is a red-bordered box containing the text:

What are some of the things you would like to know more about? Make your list here:

When you type search word/s for the search be sure of your spelling or descriptions. E.g. **Cats** will get you over 34,000,000 [hyperlink](#) choices that have the word Cats. Type in **Big Cats** and you will get over 10,000,000 [hyperlink](#) choices with the big in and the word cats as well. If you type in **"Big Cats"** (notice the quote marks) then you will get over 360,000 [hyperlink](#) choices. That is a huge difference.

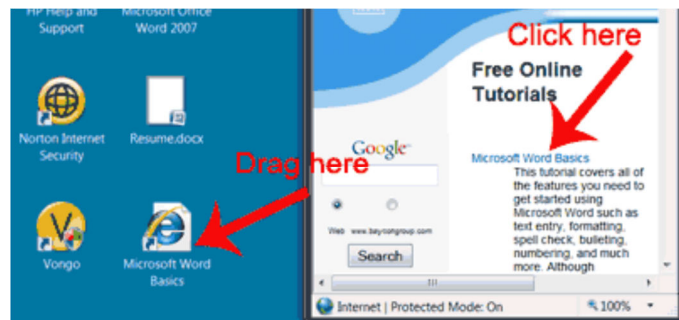
Please note that the first 3 pages of [hyperlink](#) choices are the best and anything after that is more loosely based on your subject.

If you want Website **Images** then type your search word/s in then click in the option **Images** near the top of the web page.

	<ul style="list-style-type: none"> • Click on your Internet icon to load your Home Page • Type Dogs in the search field and see how many results you get? • Type in Labrador in the search field and see how many results you get? • Type in "Labrador puppies" in the search field and see how many results you get? • Stay with "Labrador puppies" and click on Images. How cute are these puppies. • When you have finished with looking at the internet click on the  to shut it down.
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Web link and hyperlinks

A Web link/hyperlink (or link) is a word, group of words, or image that you can click on to jump to a new document or a new section within the current document. When you move the cursor over a link in a Web page, the arrow will turn into a little hand.



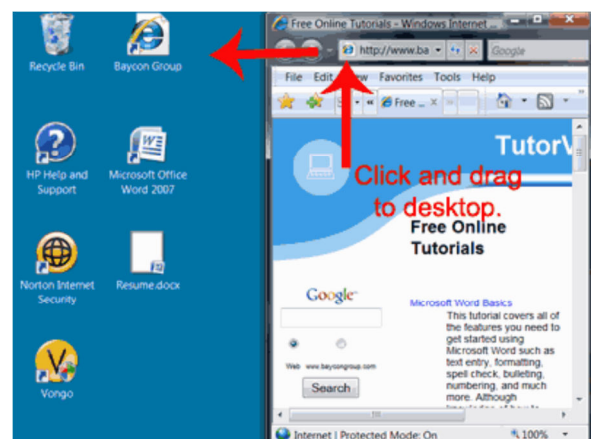
Turn a Web link into a desktop shortcut?

1. Click the link in your browser window (usually underlined text) and drag it to the desktop. An icon appears on your desktop.
2. Click the icon to go directly to the link's destination. If your browser is not open, clicking the icon starts the browser.


Create a desktop shortcut to a Web page

If you are using Internet explorer:

1. Right Mouse Click and hold while dragging the Website address (URL) on the address bar icon that to the **Desktop**.
2. Remove your finger from the Right Mouse Click and hold once on the Desktop and select **Create shortcuts here**.



Now, when you click on the shortcut, the Web page will open.

	<ul style="list-style-type: none"> • Go to http://www.bom.gov.au/products/IDR023.loop.shtml • Describe in a few words what you see. • Create a shortcut for this website on your desktop • Add this website to your Favourites List
---	--

Emails

Your Occupational Health and Safety

It is extremely important that you take care of yourself.

There are many ways you can minimise the potential risks associated with prolonged use of computers or keyboards. Click on the labels to read more about what you should do.

Chair Adjustable chairs will improve your body position, improve your blood circulation, reduce muscular effort and decrease pressure on your back. Your back should be straight and your feet should be flat on the floor or on a footrest.

Chairs should:

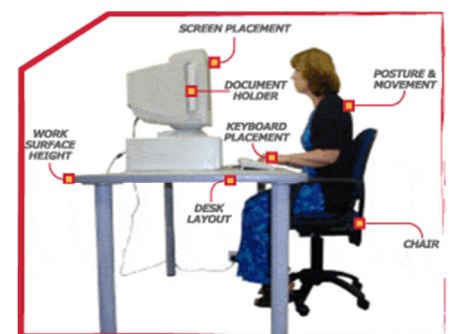
- have an adjustable seat height
- have an adjustable backrest to support the small of your back
- have an adjustable tilt
- swivel
- have five wheels for stability
- use breathable fabric on the seat.

If the seat of your chair has an adjustable tilt, tilt it so that you are comfortable when using the keyboard. Usually this will be close to horizontal, but tilted slightly forwards. If this places an uncomfortable strain on your leg muscles or your feet do not reach the floor, then use a footrest.

Posture and movement - You should change your posture at frequent intervals to minimise fatigue. You should avoid awkward postures which strain or twist your joints, especially your wrists.

Keyboard placement - You should keep your forearms close to horizontal and your wrists straight - that is, each hand should be in line with the forearm. If this causes your elbows to stick out away from the side of your body, you should re-check the height of the work surface.

Screen placement - Your computer screen should be within an arm's length (approximately 50 cm) of your face. This should allow you to focus on the screen easily. Set the height of the monitor so that the top of the screen is below eye level (the optimum viewing angle is 38° below the



horizontal), and the bottom of the screen can be read without having to incline your head. This usually means that the centre of the screen will be near shoulder height.

Work surface height - Your elbows should be level with the desk height, in line with your keyboard. There should be sufficient clearance under the work surface for your thighs not to be compressed.

Desk layout - Keep everything that you use regularly close by to avoid twisting or straining to reach them.

Most importantly – take regular breaks – get up from the computer every 30 minutes or so and move around - just a couple of minutes each time is all it takes to make sure you keep well.

How Do I Keep My Computer Healthy?

Computers are expensive, and with all big purchases, you probably want to **protect your investment**. Luckily, it is not difficult to **keep your computer healthy** and in good working order.

Basically, there are 3 areas that you need to maintain. You need to:

- Keep the **physical components** (hardware) of your computer clean
- Protect your computer from threats such as **viruses**, and
- Keep your **files in order** to make day-to-day use of your computer efficient and easy.

Don't restrict the airflow around your computer. Since it generates a lot of heat, an internal fan cools your computer. Dust and dirt can cause the fan to fail. So, avoid putting your computer in an area with a lot of dust and don't stack papers, books or other items on or around your computer.

Always place your computer in an **open area** that allows adequate airflow. A lot of the computer desks that you can buy have a narrow opening for the computer case. Be wary of these because they **may not allow for adequate airflow**. If you have this type of desk, you may want to position the case so it is not against the back side of the desk. If the compartment where the case is located has a door, leave it open when the computer is turned on.

Anti Virus

Cleaning your computer and doing **preventive maintenance**, such as scanning for viruses, helps keep it running smoothly. Preventative maintenance saves you time, as well, since it saves you the hassle of dealing with systems failures and data loss.

Having an antivirus program on your computer will help keep you safe from:

Viruses

Just like a biological virus can make you physically sick, a **computer virus** can make your **computer sick**. A **virus** is a small piece of software that finds its way onto your computer without your knowledge, and causes trouble on your computer system. You may not even know your computer has been infected with a virus until your computer slows down, a program stops working, your computer crashes, or error messages begin appearing.

Many viruses are **transferred by email**. The virus will travel as an email attachment, and when the attached file is downloaded, the virus will begin to do its job. Often, email viruses will continue to spread by attacking your address book, emailing your contacts, and spreading the virus more.

Use Anti-virus Software

The best thing you can do for your computer is use an **anti-virus software**. Anti-virus software is a program that **protects** your email, files, and downloads against viruses, worms, and Trojan horses; removes existing threats from your computer; and protects against new viruses if the anti-virus software is updated regularly.

There are several **free** options, or you can purchase a commercial one such as Norton or McAfee, which are relatively inexpensive when you think about the damage that can be done to your computer. If you already have anti-virus software, verify your **virus protection is current**. New viruses are written all the time, so it is important that the virus protection that you use be current. This doesn't mean that you have to continuously purchase new software. Most anti-virus software vendors provide updates to your software regularly, and some even provide automatic downloads and updates.



Take a look at your computer. Does it have an anti virus program already installed? What is it called.

Appendix A


Keyboard ShortcutsMost
Commonly
used


A shortcut is a fast and simple way of completing a task using the keyboard rather than using the mouse. For example, a quick way to make selected text bold is to simply press the Ctrl key and the B key at the same time [Ctrl+B]

	<i>Function</i>	<i>Ctrl+ hold down and press</i>
	Editing Shortcuts	
3	Copy	Ctrl+C
3	Cut selected text	Ctrl+X
3	Change text case	Shift + F3
3	Check Spelling & Grammar	F7
3	Delete word to the right of cursor	Ctrl+ Delete
3	Delete word to the left of cursor	Ctrl+ Backspace
3	Find and replace text	F5
3	Paste previously cut or copies text	Ctrl+V
3	Redo the last action	F4
3	Redo the last action	Ctrl+Y
3	Replace	Ctrl+H
3	Select all text	Ctrl+A
3	Thesaurus	Shift + F7
3	Undo last action	Ctrl+Z
	File Management Shortcuts	
3	Close a document	Ctrl+ F4
	Close Window	Ctrl+W
3	New Document	Ctrl+N
3	Office Assistant/Help	F1
	Open a document	Ctrl+O
3	Print	Ctrl+P
3	Save	Ctrl+S
	Formatting shortcuts	
	AutoText	F3
3	Bold	Ctrl+B
3	Centre	Ctrl+E
3	Decrease indent	Ctrl + Shift + M
3	Double spaced paragraph	Ctrl+2
	Font dialog box	Ctrl+D
	Font size	Ctrl + Shift + P
	Hanging indent	Ctrl+T
	Increase indent	Ctrl+M
3	Italic	Ctrl+I
3	Justify	Ctrl+J
3	Left align	Ctrl+L
	Remove character formatting	Ctrl + spacebar
	Remove paragraph formatting	Ctrl+Q
3	Right align	Ctrl+R
3	Single spaced paragraph	Ctrl+1
3	Underline	Ctrl+U
3	Double underline	Ctrl + Shift + D
3	1.5 line spaced paragraph	Ctrl+5
	Navigation keys	
	Beginning of a document	Ctrl + home
	End of a document	Ctrl + End
	Column break	Ctrl + Shift + Enter

3	Find	Ctrl+F
	Go to	Ctrl+G
3	Line break	Shift + Enter

Appendix B

Word list	Abbrev	Description
.bmp		file extension that identifies a type of graphic stored in bit map format.
.JPEG		a format for storing compressed images/graphics/pictures
access code		same as password. Use in security on files.
anchor		used in publishing or word processing document that keeps a graphic/element in a certain position in the documents. As other text and objects are added the anchored object remains with the text/object associated with it.
antivirus program		A program that scans a computer's memory to identify, isolate and eliminate viruses and that examines incoming files for viruses as the computer receives them. <i>AN ESSENTIAL FOR EVERY COMPUTER.</i>
application		A program designed to assist in the performance of a specific task - word processing, accounting et al.
arrow key		Any of the 4 arrows pointing up, down, left and right used to move the cursor vertically or horizontally on the display screen or in some programs to extend the highlight. Found on the keyboard between enter and number keypads. You can also use the key pads 2, 4, 6, 8 when Num Lock is off.
autocorrect		a customisable feature which automatically corrects common typing mistakes
bells & whistles		Attractive features added to hardware or software beyond the basic functionality.
bit		The smallest unit of information handled by a computer.
Bit map		A data structure in memory that represents information in the form of a collection of individual bits which usually represent an image.
Blinking cursor		- flashing on and off indicating the position of the cursor on the computer screen at that very moment.
boot		Starting or resetting a computer. When first turned on (<i>cold boot</i>) or <i>reset (warm boot)</i> . <i>The computer executes the software that loads and starts the computer's more complicated operating system and prepares it for use all it's facilities.</i>
BPI		Bits Per Inch, Bytes Per Inch
byte		The byte (pronounced /'bait/) is a unit of digital information in computing
cascade		Additional elements displayed by a menu item or list box from which the user can choose in order to interact with other screen elements.
CD Rom		Compact Disc Read-Only Memory. A form of storage that holds 650 megabytes (1,000 x 650 bytes).
CD-R		Compact Disc - Recordable. Information can be read on a CD Rom drive and written on a CD recorder.
CD-RW		Compact Disc - ReWritable. Information can be read on a CD Rom drive and written and erased to be written again on a CD recorder.
clipboard		An area of the computer's memory that temporarily stores text or pictures
Control key	Ctrl key	when pressed in combination with another key gives the other key an alternative meaning.
crash		The failure of either a program or a disk drive resulting in the loss of all unsaved data and leaving the operating system inoperable. Backup up is extremely important because a healthy school of thought is "with computers it is not if a computer will crash but when". Always back up your information.
cursor / mouse cursor		a cursor is an indicator used to show the position on a computer monitor that will respond to input from a text input or pointing device sometimes seen as an arrow head, a small straight line, a black plus sign, or a symbol you have customised.
defragmentation	defrag	the process of rewriting parts of a file to contiguous sectors on a hard disk to increase the speed of access and retrieval. The computer tends to save files on the largest continuous space on the hard disk which is often on a different sector than the other parts of the file. Defrag sorts files into order like spring cleaning your filing cabinet.

desktop		An on-screen work area that used icons and menus to simulate files and folders on the top of a desk.
dialogue box		a pop-up window that appears after a command is executed that allows a number of further options to be chosen.
directory tree		A graphic display listing the directories and subdirectories on a hard disk in tree form with subdirectories shown as branches of the main directory.
document window		An on-screen window in which the user can create, view or work on a document.
DPI		Dots per inch - A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.
Document / file		created using an applications program, e.g. a database, spreadsheet, illustration, or text file
drag & drop		Used in publishing or word documents to drag an object on the screen with the mouse to another place in the document. This is a fabulous facility for moving files and folders to other places on the computer.
enter key		The key on the keyboard that is used at the end of a line or paragraph. Also called the Return Key.
escape key		Found on the keyboard, top left. In many applications this moves the user back one level in the menu structure or exits the program.
file / document		A complete, named collection of information. A file is the basic unit of storage that enables a computer to distinguish one set of information from another.
Folder		a virtual container within a digital file system, in which groups of files and other folders can be kept and organized.
footer/header		One or more identifying lines printed at the bottom/top of every page, e.g. page no., file name, title of file/document.
format		to change the way text or an object appears.
freeware/shareware		A computer program given away free of charge and often made available on the Internet. <i>Be extremely aware that problems often come with freeware/shareware - viruses, unwanted site download, advertising. Think well before installing on your computer.</i>
function keys	F1, F2, F3 ...	Used for special tasks by different programs. The meaning of a function key is usually defined by a program.
ghost		1. A dim, secondary image that is displaced slightly from the primary image on a VDU.
		2. To display an option on a menu or on a submenu in faint type to show that it cannot be selected at the present time.
		3. Shadows of information left on the memory after removing a program from the hard drive.
Gigabytes	GB	The gigabyte is a multiple of the unit byte for digital information storage. 1 gigabyte is 1,000,000,000 bytes. The unit symbol for the gigabyte is GB or Gbyte, but not Gb (lower case b) which is typically used for the gigabit.
handle		One of several small squares displayed around a graphical object in a drawing program. The user can move or reshape the object by clicking on a handle and dragging the object to the desired place in the document.
hard drive	HD	The main memory storage component kept in the tower usually called 'C Drive'. External HD is memory not within the tower but connected to the tower externally.
Hardware		(meaning physical devices) The physical components of a computer system i.e. keyboard, printers, mouse device et al.
help screen		A screen of information choices you can access that is displayed when the user requests information about anything to do with the functions of the program.
highlight / select		To display selected characters/objects in reverse video that is to be acted on in some way i.e. bold, italics, larger, smaller, deleting et al.
home		A beginning position, i.e. top of the document.
Hyperlink		a hyperlink (or <i>link</i>) is a reference to a document that the reader can directly follow, or that is followed automatically. The reference points to a whole document or to a specific element within a document usually represented as blue underlined text
Keyboard shortcut		Keyboard shortcuts are an alternate means for invoking one or more commands via the keyboard that would otherwise be accessible only through a menu.

Kilobyte		The kilobyte is a multiple of the unit byte for digital information storage or transmission. The prefix <i>kilo</i> means 1000 therefore 1 <i>kilobyte</i> is 1000bytes. The recommended unit symbol for the kilobyte is kB or kbyte .
mail merge		A mass-mail facility that takes names, addressed, and sometimes pertinent facts about recipients and merges the information into a form letter or another such basic document.
Megabyte	MB	The megabyte is a multiple of the unit byte for digital information, meaning 1,000,000 bytes or 1 MB.
menu		A list of options from which a user can make a selection in order to perform a desired action.
menu bar		A bar of options displayed in an application program's on-screen window from which menus can be selected by the use.
mouse		A common pointing devise for grip of one hand with one or more buttons on top that moves the cursor over the screen.
Mouse left		the 'do' mouse button, 1 click selects the icon, 2 clicks opens the file/document/folder, et al.
Mouse right		the 'choice' mouse button, 1 click opens a window of further choices to choose from.
Operating System	OS	operating system (OS) is an interface between hardware and user, which is responsible for the management and coordination of activities and the sharing of the resources of a computer, through the use of programs, i.e. Windows XP, Windows Vista, Windows 7.
paste	Ctrl+V	To insert text or a graphic that has been cut or copied from one document into a different location in the same or a different document.
Print preview		A feature that displays the format of the document on screen as it is going to be printed before printing it.
ReadMe		A file containing information that the user either needs or will find informative and that might not have been included in the documentation.
read-only		Capable of being retrieved but not changed. A read-only file or document can be displayed or printed but not altered in way.
Recycle Bin		A folder represented by an icon the screen resembling a basket. To remove a file, the user drags its icon to the Recycle bin or highlights the file and presses delete where an menu for yes or no appears. A file in the Recycle Bin is not actually deleted from the disk until the user empties the bin.
Ribbon	<i>Microsoft Office Word 2007, 2010</i>	The menus and toolbars in some programs have been replaced with the Ribbon, which is part of the Microsoft Office Fluent user interface. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page.
screensaver		causes a monitory to blank out or display a certain image after a specified amount of time passes without the keyboard being touched or the mouse being moved. Touching a key or moving the mouse deactivates the screen saver.
scroll bar		is the vertical or horizontal bar at the side or bottom of a display area that can be used with a mouse for moving around in that area, can be dragged up/down or left/right, allowing different parts of a document to be viewed.
shortcut		An icon on the desktop that a user can double-click with the mouse for immediate access to a program, a text or data file.
software		used for digitally stored <i>data</i> such as computer programs and other kinds of information read and written by computers
taskbar		A horizontal bar at the bottom of a window that contains the Start 'orb' button, quick launch buttons and notification bar with time and date.
thumbnail		A miniature version of an image or electronic version of a page that is generally used to allow quick browsing through multiple images or pages.
title bar		A horizontal space at the top of a window that contains the name of the window. Most title bars also contain boxes or buttons for closing and resizing the window. Clicking on the title bar allows the user to move the entire window.
tool bar		A bar at the top of the document, under the title bar, which usually gives buttons for changing text to italics, bold face, and other styles.
tower		A microcomputer system in which the cabinet for the CPU is tall, narrow and deep. The tower houses all the software running components i.e. hard drive, CD ROM drive et al.
Undo / Redo	Ctrl+Z / Ctrl+Y	To reverse Ctrl+Z the last action. To redo the action is Ctrl+Y
use-friendly		Easy to learn and easy to use.

VDU		Visual Display Unit - the computer monitor
wallpaper		A pattern or picture in the desktop screen background that can be chosen by the user.
window		a portion of the screen that can contain its own document or message.
Windows Explorer		Enables the user to locate and open files and folders. Resembles a File Manager where the user can select folders from a list displayed on the left side of the screen and access files in a selected folder from a list displayed on the right side of the screen.

NOTE:

You can use **Help**  **at any time**

OR

go on the Internet and search for it. Go on have a go ... ☺



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